

State of Iowa IT Project Request # 5

Online Case Filing System

Public Employment Relations Board

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Document Purpose: This document is to be completed when there is an identified need and tentative plan to initiate a project. Funding may not have been identified for the project yet (seeking IOWAccess funding, waiting on legislative decision or grant award). The Project Request is submitted to the TCC IPSC to gain support for the project and identify if there are existing applications or application components that can leveraged for the proposed project. This document is intended to answer high level questions about the project as details about total cost, timeframe and quantified benefits are not known as this document is expected to be completed during project planning. Submit this document to: xxxxx@iowa.gov TCC approval of this document results in the permission to proceed with project planning. Agency may be directed to complete the Project Execution Request before issuing an RFP or beginning internal development work.

Project Summary

Project Name: Online Case Filing System

Problem Statement: *[What is the need? How will this address that need?]*

The Public Employment Relations Board (PERB) recognizes the move to a paperless society and public expectation that communications can be done solely through the use of the Internet. PERB has also recently experienced some postal service delays, some of which could affect the rights of constituents. An online case filing system will eliminate the need for paper filings and greatly reduce the agency's reliance on the postal service.

Project Description: *[What is the purpose of this project? What are the project goals?]*

The purposes and goals of the project are: to eliminate paper filings; to allow greater public access to information regarding cases pending before the PERB; to provide constituents an easy and cost-efficient method to file cases and documents associated with those cases; to eliminate delays caused by the postal service; to provide real-time information regarding the status of a case to agency staff, constituents, and any other interested party

What are your success criteria? *[What does success look like?]*

A successful system would be: easy to learn and use; efficient; within the agency's budget; able to tie-in to PERB's website; constituents are comfortable using it; reliable.

Are you aware of any potential solutions? *[Describe Solutions]*

The Judicial Branch has a contract with Tybera for its E-flex system. Ken Bosier and David Boyd have offered to put PERB in contact with Tybera representatives. This would be an ideal situation for PERB as the attorneys who appear before PERB will be familiar with the system from their experiences with the courts.

Benefits Summary

[Describe specific benefits and how these will be measured and reported. Who are the customers of this project and how do they benefit?]

Benefits: reduce paper use; reduce postage cost; increase public access & transparency. Measuring & reporting TBD.

Customers: general public; agency staff; public employers; public employees; certified employee organizations representing public employees. Customers will enjoy easier access to case information and have a more efficient way to file documents with the agency and receive notice of filings in cases pending before PERB.

Project Impact: What is the impact if this project is not approved?

PERB will continue to have to accept paper filings, and the inefficiencies surrounding such a system will persist.

Project Technology: *[What technologies will be used in the project?]*

Tybera Eflex

Project Type: Maintenance _____ New **XX** Multi-phased _____

Maintenance is a work to be completed on an existing software or hardware asset. Examples: migrating all agency applications to MS SQL 2012; updating a specific application to be 508 compliant and improve accessibility;

New is a project that has a single phase. Examples: Rewrite a client server application into a web application; Replace an MS Access application with a client server application and SQL database; Create a new application to meet a new federal or state initiative.

Multi-phased is a new project with multiple phases or the subsequent phase of a project already implemented. Example: The project is intended in Phase 1 to implement the web application, Phase 2 will add epayment and a mobile application and Phase 3 will expand application to another program area.

External/Internal Urgency: Are there any funding/legislative deadlines that impact this request? Are there organizational/staffing changes impacting the request?

PERB will need to draft amendments to Iowa Code chapter 20 and to PERB rules. The agency would do this during the next legislature session. No organization or staffing changes are necessary.

Funding Summary

Estimated total Project Costs: *[Provide a high level estimate or range]*

Under 50k _____ 50 to 100k **XX** 100-500k _____ 500k to 2 million _____

2M to 5M _____ Over 5M _____ Unknown _____

Funding Source: *[Iowa Access, Pool, Federal Grant, etc.]*

Appropriations – General Fund. Possibly Iowa Access.

Project Sustainability *[Describe the plan to support and maintain this project. What kind of on-going costs will there be during the lifetime of this asset?]*

Unknown at this time

Risk Assessment

[Describe specific risks and how they will impact the project. How will these be mitigated?]

Unknown at this time

Recommendations and Approvals

Recommendation of the State CIO to the DAS Director:

Authorize this IT procurement Yes X No ____

Alternatives suggested by the State CIO Yes ____ No X

Additional comments from the State CIO:

PERB has had further discussions with Tybera, and they have indicated that set-up cost will be significantly less than \$50,000 and that ongoing costs will be less than \$10,000 per year. Due to the change in dollar amount, this request is withdrawn by the agency, with no further action required. The agency is able to make the purchase at the lesser amount.

DAS Director's action:

Authorize this IT procurement Yes ____ No ____

DAS Director's signature and date:

Comments:

As the procurement request was withdrawn by the agency, DAS Director approval was not required.